



Inspiration 7.0

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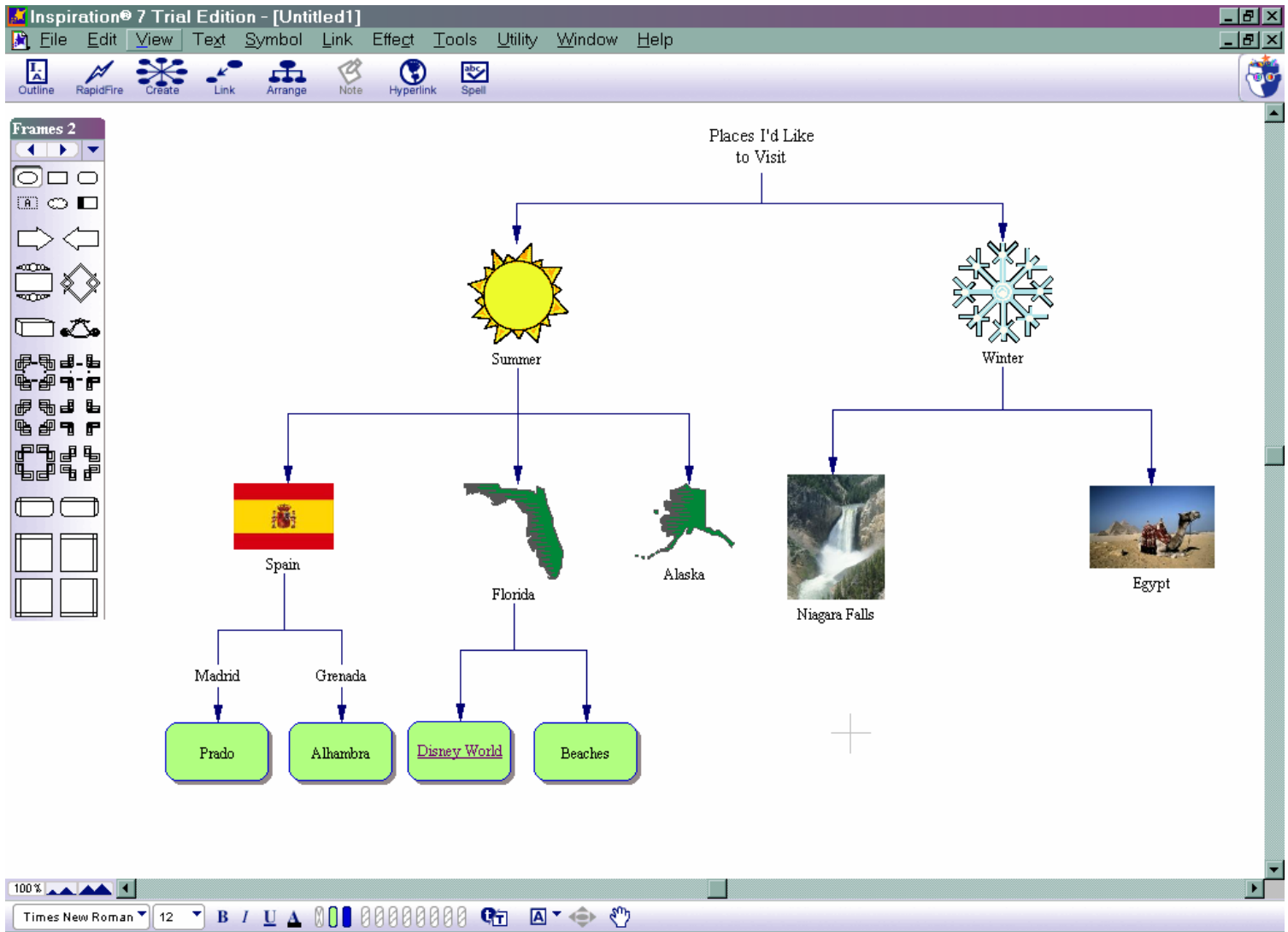
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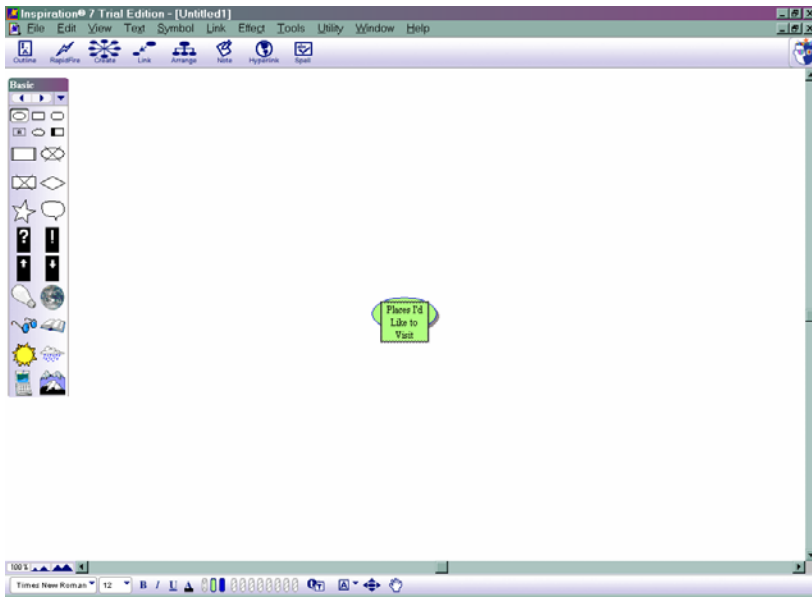


Inspiration: A Step by Step Guide

This step-by-step guide will take you through the process of creating a simple diagram in Inspiration. While this does not show you all the features available in the Inspiration software, it should get you started on your way towards making exciting visual diagrams! When you finish, your diagram will look something like this:



Get ready to be inspired!

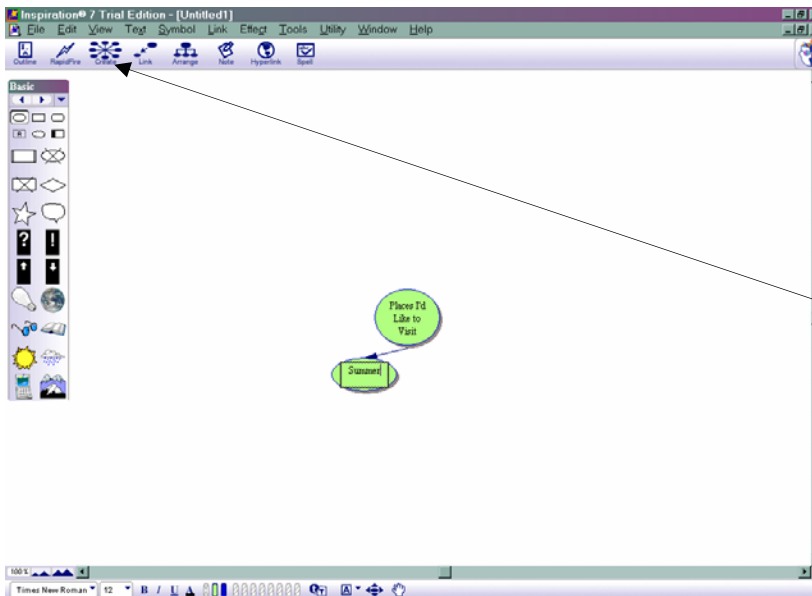


Main Idea Symbol

When you open Inspiration, the main idea symbol appears, ready for you to begin typing.

Type **Places I'd Like to Visit**

Now click anywhere in the empty white space to set your text in this symbol.

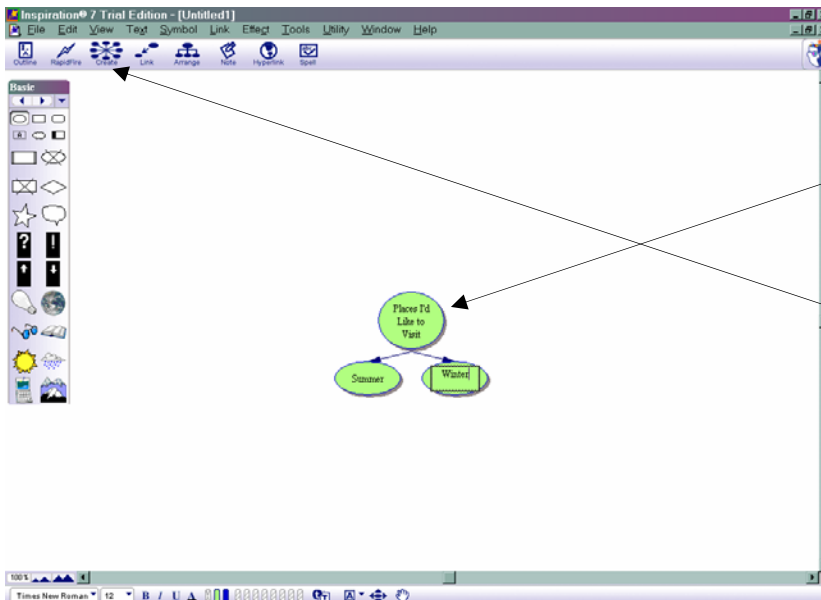


Adding Symbols with Create Tool

Click the main symbol **Places I'd Like to Visit** and notice the white boxes that appear around it.

Move your cursor around the CREATE tool and notice that the different directional spokes turn green as you pass over them. When the desired spoke is green, click the CREATE symbol and a new symbol appears

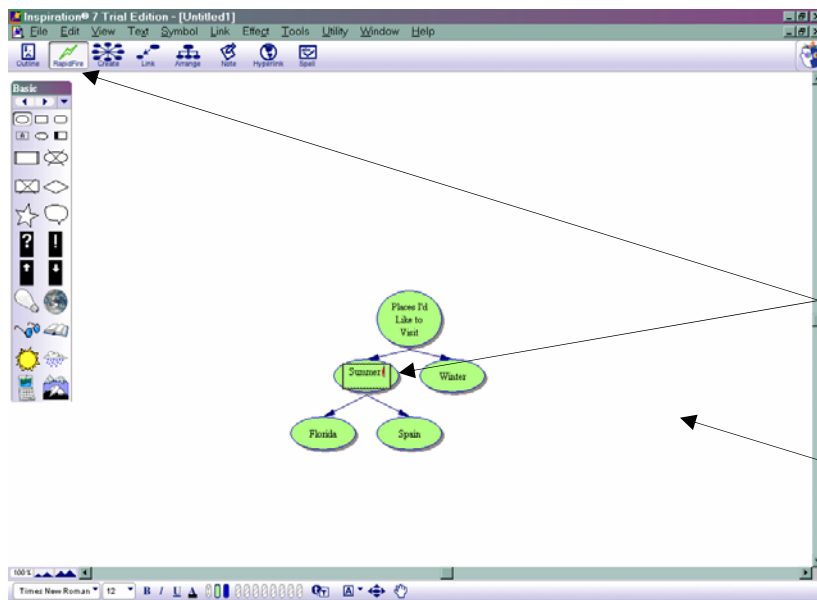
Click the new symbol and type **Summer**



Click the main symbol **Places I'd Like to Visit**

Click the CREATE tool to add another symbol linked to the main idea

Click the new symbol and type **Winter**



Brainstorming with RapidFire

RAPIDFIRE allows you to add symbols quickly, a great feature when brainstorming around a topic.

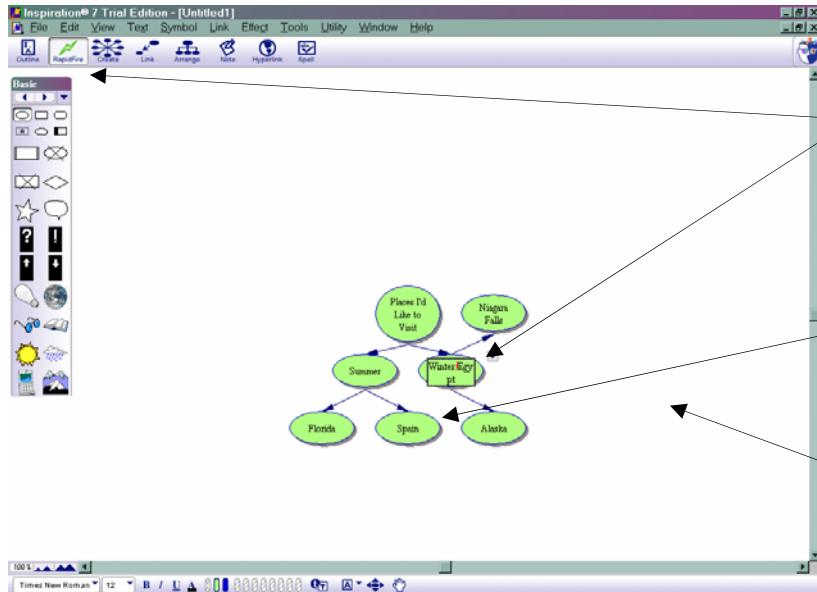
Click the **Summer** symbol

Click the RAPIDFIRE tool

Type **Spain** and hit enter/return

Type **Florida** and hit enter/return

To turn off the RAPIDFIRE feature, click in empty white space



Click the **Winter** symbol

Click the RAPIDFIRE tool

Type **Alaska** and hit enter/return

Type **Niagara Falls** and hit enter/return

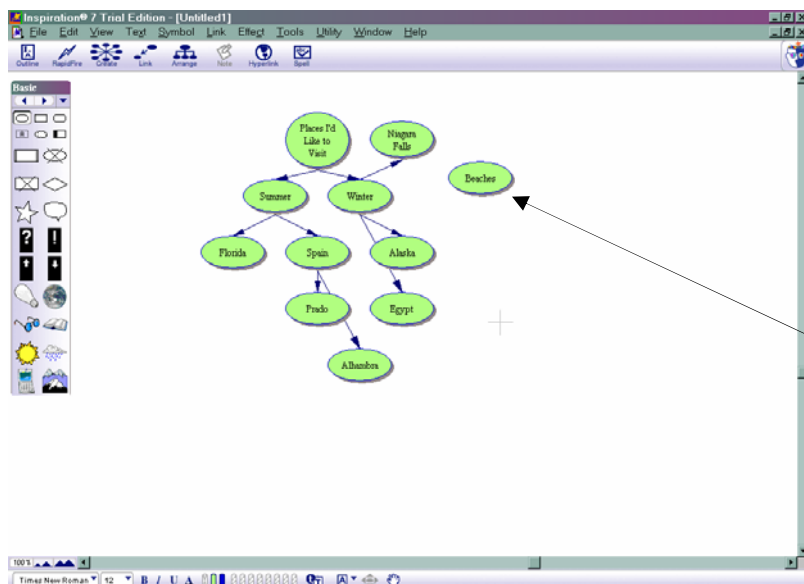
Type **Egypt** and hit enter/return

Click the **Spain** symbol

Click the RAPIDFIRE tool

Add symbols for **Prado** and **Alhambra**

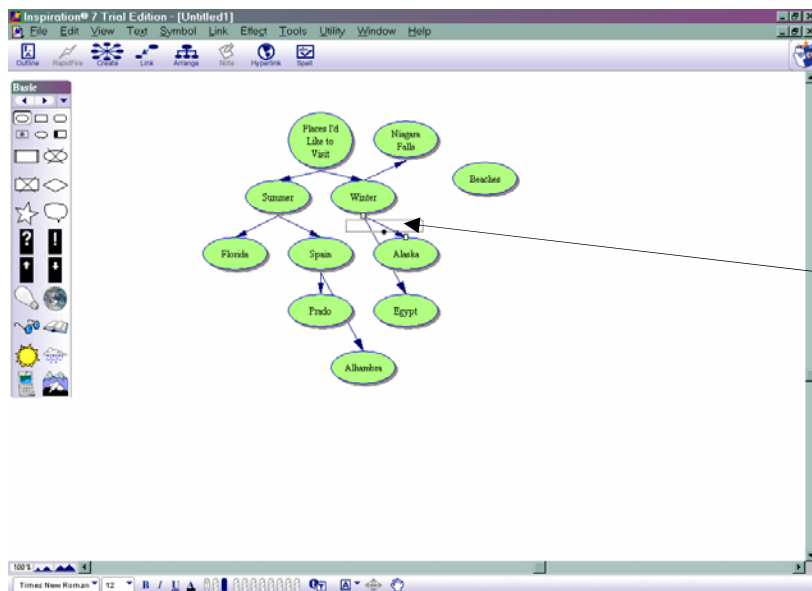
To turn off the RAPIDFIRE feature, click in empty white space



Add an Unlinked Symbol

You'd like to spend time at the beach, but not sure exactly where you'll do that. You can create an unlinked symbol to be linked later, as you build your diagram.

Click anywhere on the empty white space and type **Beaches**



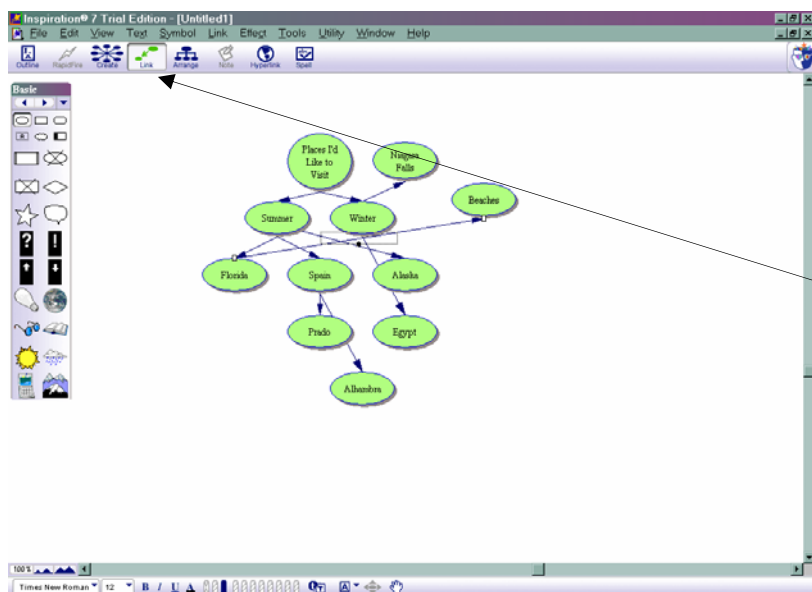
Changing Links

On second thought, you realize Alaska would be too cold to visit in winter. To change the link:

Click the link between **Winter** and **Alaska** and notice white boxes appear at each end.

Grab the white box connecting the link to the **Winter** symbol. Holding down your mouse button, drag it to the **Summer** symbol.

When gray boxes appear around the **Summer** symbol, release the mouse button.



Adding Links

You decide you may spend time on the beach while visiting Florida. To add that link:

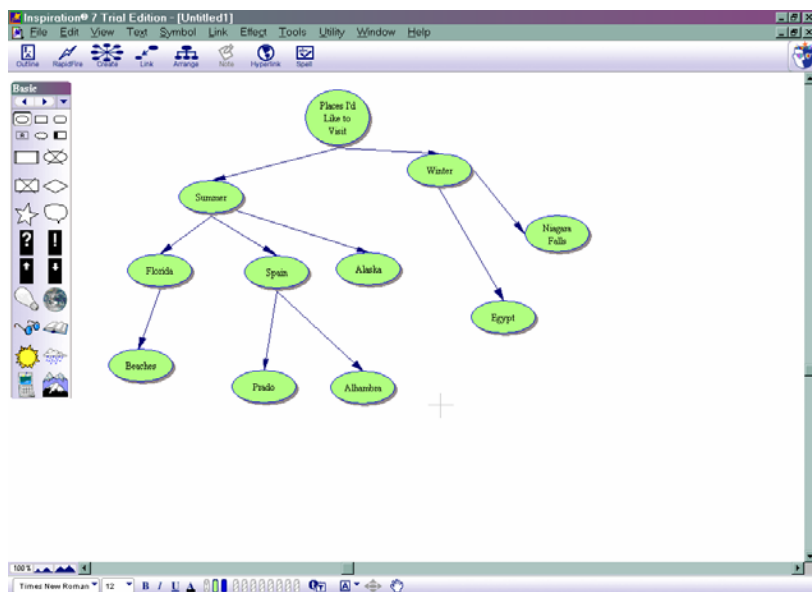
First, click in white space so nothing is selected

Click the LINK tool

Click the first symbol where the link should begin (in this case the **Florida** symbol)

Click the second symbol where the link should end (in this case **Beaches**)

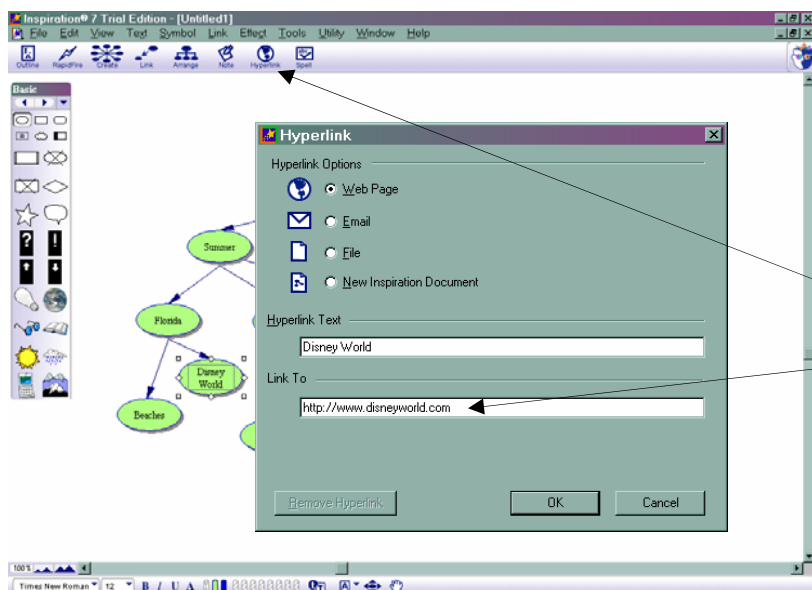
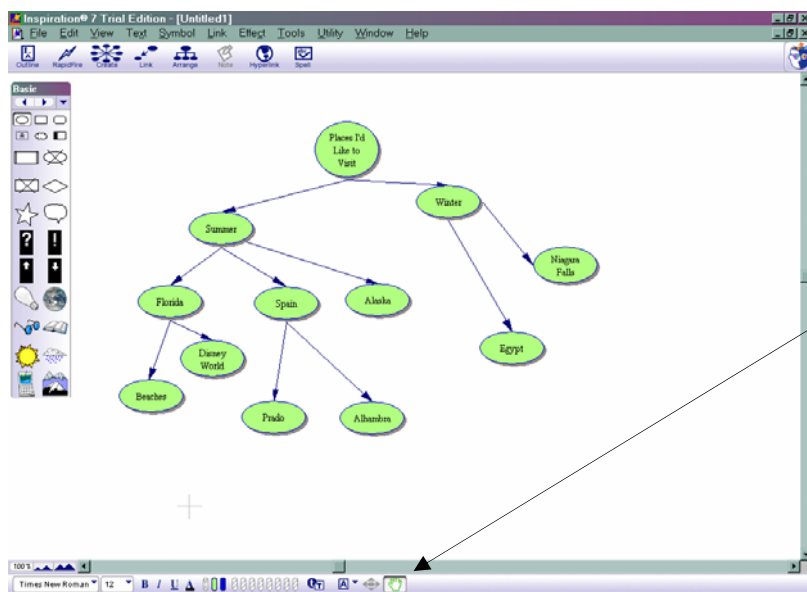
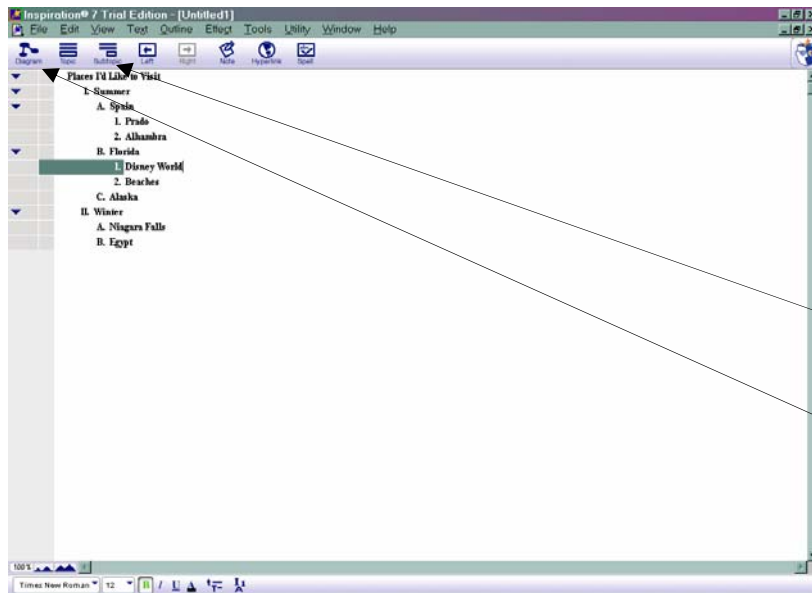
To turn off the LINK feature, click in empty white space

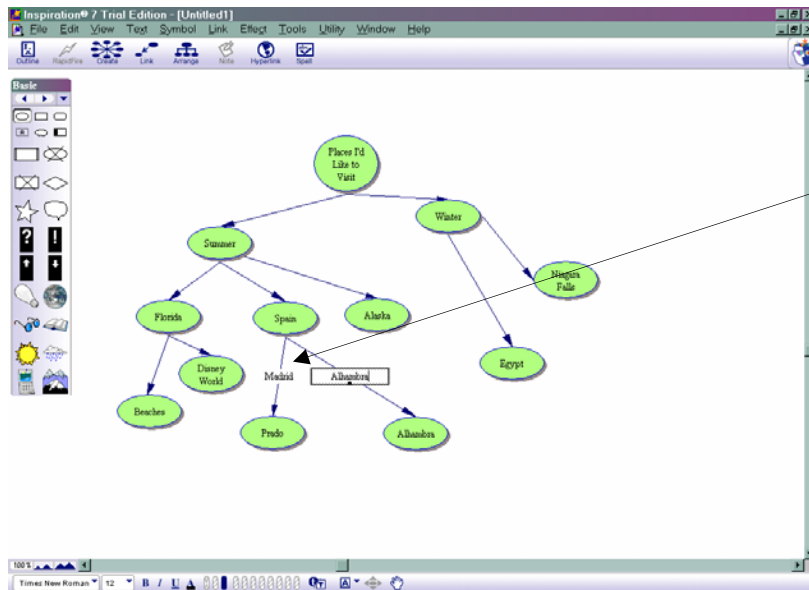


Moving Symbols Around

You can move symbols anywhere without breaking links by grabbing the symbols and dragging them where you'd like them to be positioned. Don't worry about aligning them too carefully... Inspiration can do that for you later.

Practice moving symbols around to make your diagram more easy to view.



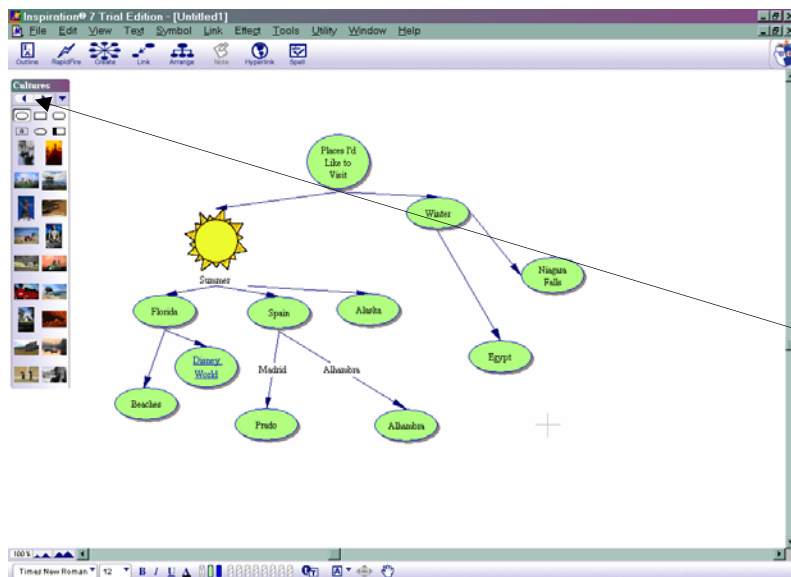


Adding Text to Links

Click the link between **Spain** and **Prado**.
A dotted box appears on the link. Click inside the box to be able to enter text inside of it.

Type **Madrid**

Click the link between **Spain** and **Alhambra** to add the text **Grenada** on that link.



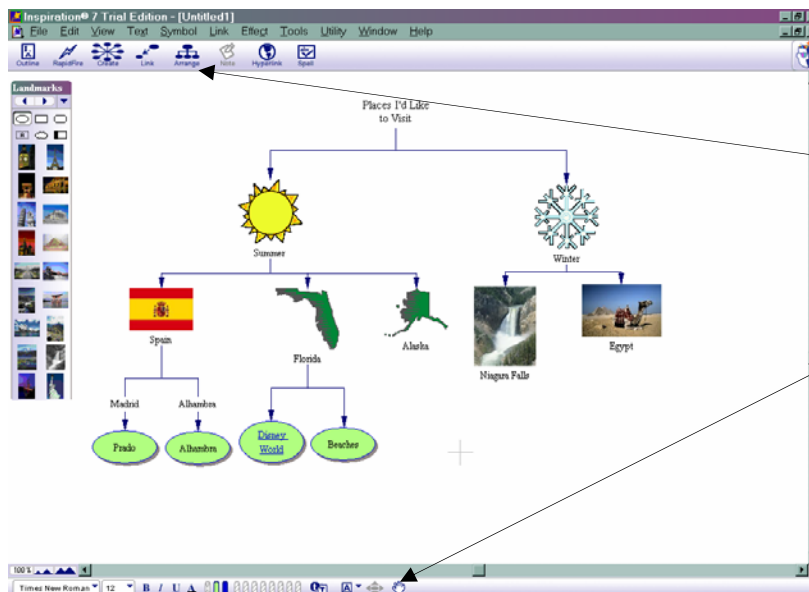
Changing Symbol Shapes

Symbols can be changed to a variety of shapes found in the symbol library.

Click the **Summer** symbol
Click the sun found in the symbol library.

To find more symbols, scroll through the libraries using the arrows at the top.

Change some symbols by clicking them and then selecting a new symbol from the libraries.



Arranging Your Diagram

Click in empty space so that nothing is selected
Click the **ARRANGE** tool
In the box that opens, select "Top Down Tree"
Click OK

If your diagram moves off screen, click the **POSITION** tool. Your cursor turns into a little hand which will allow you to grab your diagram and move it to a better place on the screen.

Congratulations!
You've created a diagram in Inspiration!